

## Program Specialist

**Application Deadline: February 15<sup>th</sup>, 2020**

\*Multiple Selections may be made. \*

### *WMSC Background*

The Washington Metrorail Safety Commission (WMSC) is the designated State Safety Oversight Agency (SSOA) responsible for overseeing the safety of the Washington Metropolitan Area Transit Authority (WMATA) Metrorail system, which operates through the State of Maryland, the District of Columbia, and the Commonwealth of Virginia. The WMSC is responsible for implementing an effective oversight program in compliance with the Moving Ahead for Progress in the 21st Century Act (MAP-21), 49 Code of Federal Regulations (CFR) Part 674, and other applicable regulations. WMSC duties span a wide range of daily, periodic, annual, and triennial oversight activities. The WMSC is responsible for conducting a robust complement of observations, event investigations, inspections, special studies, and audits at WMATA, all with a focus on maintaining and enhancing the safety of patrons, employees, infrastructure, and assets. The WMSC will promulgate safety standards and requirements for the Metrorail System, and retains the authority to take swift and decisive action to address non-compliance or any hazardous conditions.

### *Position Overview*

The WMSC is recruiting for a Program Specialist to undertake the challenges of coordinating and conducting safety oversight activities for one of the nation's largest rail transit agencies. The Program Specialist is expected to collect, analyze, track, and manage qualitative and quantitative information related to the oversight of the Metrorail system regarding SSO program and other regulatory requirements. This data includes, but is not limited to, accident investigations, hazard management, audits and inspections, and corrective actions, in order to ensure program compliance. The Program Specialist also complements WMSC's technical experts by participating in interviews, field assessments and observations, documentation of business processes; writing and editing substantial reports based on a wide variety of sources and inputs; interpreting WMATA procedures; providing data, information, and analyses for use by WMSC technical experts; and developing spreadsheets, presentations, and databases. The position reports to the WMSC Chief Executive Officer, with whom the Program Specialist will frequently interface. The Program Specialist will also participate in and facilitate frequent meetings with WMATA personnel.

### *Responsibilities and Duties*

The Program Specialist is responsible for:

Collaborating with WMSC staff to help document, track, and analyze data on rail events (accidents, incidents, and occurrences as defined by 49 CFR 674) and hazards.

Identifying trends that will assist in the WMSC's efforts to develop mitigation strategies and policy solutions to reduce the frequency and severity of accidents, incidents, and hazards.

Maintaining WMSC database(s) of WMATA corrective action plans and associated documentation.

Participating in audits, system reviews, and report writing specific to safety-related activities at WMATA Metrorail.

Assisting in the development of specialized reports and assessments for internal and external purposes.

Advising, consulting, and coordinating with various stakeholders on pertinent legislative and regulatory matters.

Researching and reviewing industry safety oversight agency best practices to help determine appropriate and feasible safety policies, procedures, and implementation strategies.

Assisting in reporting required data to the FTA and responding to requests for information from FTA or other governmental agencies.

Drafting required annual reports.

Drafting and helping implement key WMSC program documents such as the Program Standard and Standard Operating Procedures.

Drafting orders and directives for the Chief Executive Officer to issue to WMATA.

## Qualifications

### *Experience*

A minimum of 3 years of experience with data collection, analysis, and reporting; policy analysis and regulatory compliance, safety management, or another similar, detail-oriented field is required.

Familiarity with Safety Management Systems (SMS), FTA regulations, and relevant transit safety requirements is preferable.

### *Education*

A Master's Degree in engineering, transportation planning, public administration, public policy, or a similar field is strongly preferred. A bachelor's degree is required.

### *Certifications*

The Program Specialist is required to maintain the Transit Safety and Security Program (TSSP) Certificate and complete the Safety Management System Training component required by the FTA's Safety Certification Training Program final interim provisions. Other industry-recognized transportation safety certifications are desirable.

### *Skills*

The ideal candidate will possess the abilities and skills to:

Exercise critical thinking, analysis and judgment.

Effectively organize, access, and have produced a variety of written materials for different audiences.

Consistently meet deadlines.

Communicate effectively with diverse audiences, including, but not limited to: political leaders, WMATA staff at all levels, community organizations, and external stakeholders concerning safety issues and the approaches to how these issues are being managed and resolved.

Analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations.

Conduct hazard assessments, root cause and fault tree analyses.

Comprehend and interpret documents such as various types of reports, and operational plans

Understand, apply and explain the provisions of the laws, rules, regulations, policies and procedures governing assigned activities.

Follow oral and written instructions.

Gather information by examining records and documents and through questioning individuals.

Maintain accurate records.

Prepare auditing and inspection reports.

Write concisely, to express thoughts clearly and to develop ideas in logical methods.

Prepare and use charts, graphs and tables.

Exercise sound judgment.

Use discretion in handling confidential and sensitive information.

Work independently, and in a team setting

### *Salary*

Salary is regionally competitive and will be commensurate with skills and experience.